

IT INVESTMENT MANAGEMENT - CONTROL (2.0)
SYSTEM/SERVICES ACQUISITION STAGE (2.2)

Number	Phase/Stage/Task	Process Description
2.2	System/Services Acquisition Stage	<p>Entrance Criteria: <i>The entrance criteria is receipt by the Project Manager of the Project Definition Completion Review Memorandum .</i></p> <p>Purpose: <i>This stage identifies the steps necessary to procure the system and/or services described in previous stages and ensures that a contract is awarded to the most qualified vendor/contractor within the cost and time constraints set forth in the RFP.</i></p> <p><i>This is the implementation of the Select Phase, Acquisition Plan Development Stage.</i></p> <p><i>This Stage can be accomplished in parallel with any other Stage in the Control Phase and will mostly be done multiple times throughout the project.</i></p> <p>Exit Criteria: <i>Is a copy of the signed contract sent from the Contracting Officer to the Project Manager.</i></p>
		Decisions (Go/NoGo Points) :
		Deliverables: <i>The procured services or system(s).</i>
		Time Frames: <i>Driven by the Procurement Process.</i>
		Who's Involved : <i>Project Manager, Sponsor, Integrated Project Team, SCO, Business Users, Quality Assurance Specialists, Data Specialist, Security Specialists and Training Specialist.</i>

Number	Phase/Stage/Task	Process Description
2.2.1	Project Manager provides Acquisition Support Team with copies of approved Project Plan	<i>Purpose: Based on the Project Plan, the AST takes the high level requirements and begins to translate them into a statement of work for contract services or a draft Request for Proposals for the acquisition of commercial off the shelf software.</i>
		<i>Deliverables: None</i>
		<i>Time Frames: Business Driven</i>
		<i>Who's Involved: Project Manager, the AST and the Contracting Officer.</i>
2.2.2	Project Manager and Acquisition Support Team develop draft Statement of Work	<i>Purpose: The draft Statement of Work will provide the Contracting Officer with enough information from which he/she can provide guidance on how best to proceed.</i>
		<i>Deliverables: None</i>
		<i>Time Frames: Business Driven</i>
		<i>Who's Involved: Project Manager, the AST and the Contracting Officer.</i>
2.2.3	Project Manager and Acquisition Support Team prepare Requisitions for products or services	<i>Purpose: This is the first step in the procurement cycle. The Contracting Officer needs to know that funding is available in order to proceed. The requisition(s) are entered into MIS.</i>
		<i>Deliverables: None</i>
		<i>Time Frames: Business Driven</i>
		<i>Who's Involved: Project Manager, AST and the Contracting Officer</i>
2.2.4	Acquisition Support Team with assistance from Contracting Officer finalize Statement of Work	<i>Purpose: Based on guidance from the Contracting Officer the Project Manager and the AST finalize the Statement of Work. The final SOW is the official document.</i>
		<i>Deliverables: A finalized Statement of Work.</i>
		<i>Time Frames: Business Driven</i>
		<i>Who's Involved: AST and the Contracting Officer.</i>

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2.2.5	Acquisition Support Team with assistance from Contracting Officer finalize RFP	Purpose: <i>Based on guidance and assistance from the Contracting Officer the Project Manager and the AST finalize the Request for Proposals. The final RFP is the official document.</i>
		Deliverables:
		Time Frames:
		Who's Involved: <i>Contracting Officer and the AST</i>
2.2.6	Contracting Officer reviews, accepts and issues RFP	Purpose: <i>Based on the Contracting Officer's early involvement in the development of the RFP it will mostly likely be accepted. The Contracting Officer is now responsible for ensure that is issued according to the FAR.</i>
		Deliverables:
		Time Frames:
		Who's Involved: <i>Contracting Officer</i>
2.2.7	CO and AST review Contract Service proposals / Qualified Product List	Purpose: <i>With the CO assistance the AST reviews the proposals submitted by the vendors/contractors to determine the best qualified.</i>
		Deliverables:
		Time Frames:
		Who's Involved: <i>Contracting Officer and the AST</i>
2.2.8	Contracting Officer awards contract to best qualified vendor	Purpose: <i>Only the CO can officially notify the successful vendor/contractor.</i>
		Deliverables:
		Time Frames:
		Who's Involved: <i>Contracting Officer and the successful vendor/contractor.</i>
2.2.9	Contracting Officer provides copies of all signed contracts to the Project Manager	Purpose: <i>This step serves as the official exit criteria. The Contracting Officer provide copies with the terms and conditions to the Project Manager. The CO provides a courtesy copy of the contracts to the SCO.</i>
		Deliverables: <i>Signed contracts</i>
		Time Frames:

Number	Phase/Stage/Task	Process Description
		Who's Involved: <i>Contracting Officer, Project Manager and the SCO</i>